



POSITION VACANCY ANNOUNCEMENT
City Of Seguin
"An Affirmative Action/Equal Opportunity Employer"

CUSTOMER SERVICE REPRESENTATIVE # 1400 02/01/16

This clerical position involves handling utility payments, processing applications for initiation, transfer, and/or discontinuance of utility services. Requires a H.S. Diploma or G.E.D.; experience with cash handling and reconciliation; computer experience to include word and excel. Must be able to work in a fast paced environment, multi-task, interact well with the general public, knowledgeable of office practices and the use of common office equipment. Bilingual preferred. Must be able to successfully complete pre-employment drug screen. Applications will be accepted at City of Seguin, 205 N. River, Seguin, Texas 78155. 830-401-2473. Starting salary is \$13.27/hour. Position open until filled. AA/EOE www.seguintexas.gov